

# Job Openings and Labor Turnover Report

U.S. Department of Labor



Bureau of Labor Statistics, JOLTS DCC, 61 Forsyth Street SW, Rm 7T50, Atlanta, GA 30303 / Phone: (800) 341-4620 / FAX: (800) 876-2815 / www.bls.gov

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(999) 999-9999 Ext. 9999 FAX (999) 999-9999

LEGAL-NAME XXXXXXXXXXXXXXXXXXXXXXXX35  
TRADE NAME XXXXXXXXXXXXXXXXXXXXXXXX35  
ATTN: CONTACT NAMEXXXXXXXXXXXXXX??  
JOLTS ADDRESSXXXXXXXXXXXXXXXXXXXXX35  
JOLTS ADDRESS2XXXXXXXXXXXXXXXXXXXXX35  
JOLTS CITYXXXXXXXXXXXXXXXXXXXXX30 ST ZIP5X-ZIP4

Your reporting number is: **12345678**

Need help with this form?  
Call 1-800-341-4620.

**1 This form requests information about job openings and employee turnover at:**

TRADE NAME OR LEGAL NAME XXXXXXXX35	COUNTY: XXXXXXXXXXXXXXXXXXXX20
PHYS LOCATION OR JOLTS ADDRESSXXX35	RPT-UNIT-DESCR XXXXXXXXXXXXXXXXXXXX35
PHYS LOCATION 2 OR JOLTS ADDRESS2X35	UI: 1234567890 in STATEXXXXXXXXXXXXXX
PL-CITY OR JOLTS CITYXX30 ST 12345-6789	

**2 Please check all that apply: Employees are paid**

☐ each week ☐ every two weeks ☐ twice a month ☐ once a month ☐ other

**3 Please provide data for the time period indicated for each item. Enter 0 if none.**  
**See the explanation of these terms on the back of this page.**

Report for month of:	EMPLOYMENT Number of full- or part-time employees who worked or received pay for the pay period that includes the 12th of the month	JOB OPENINGS A job is open if it meets <b>all three conditions</b> : • A specific position exists • Work could start <i>within 30 days</i> • You are actively seeking workers from outside this location to fill the position	HIRES A hire is any addition to your payroll, and: • May be new, rehired, or recalled from layoff • May be permanent, short-term, or seasonal	SEPARATIONS Report by type of separation in the columns below. <b>Column D</b> Quits, except retirements <b>Column E</b> Layoffs, discharges, and other terminations initiated by the employer <b>Column F</b> Other separations due to: retirements; deaths; employee disability		
	<b>A</b> Total Employment for the pay period that includes the 12th of the month	<b>B</b> Number of Job Openings on the last business day of the month	<b>C</b> Hires for the entire month	<b>D</b> Quits	<b>E</b> Layoffs and Discharges	<b>F</b> Other Separations
Jan 2000				----- for the entire month -----		
Feb 2000						
Mar 2000						
Apr 2000						
May 2000						
Jun 2000						
Jul 2000						

## IMPORTANT

This form requests information about employees on **YOUR** payroll.

- **Temporary Help Agencies:** Provide information on employment, job openings, hires, and separations with reference to the location shown in Section 1 on the front of this page. Include all employees placed at client sites from this office.
- **Professional Employer Organizations (PEOs):** Provide information on employment, job openings, hires, and separations for the location shown in Section 1 on the front of this page.

Column A

### Total Employment

for the pay period including the 12th of the month.

Report all persons on your payroll who worked or received pay for the pay period that includes the 12th of the month.

#### INCLUDE:

- Full-time and part-time employees
- Permanent, short-term, and seasonal employees
- Salaried and hourly workers
- Employees on paid vacation or other paid leave

#### DO NOT INCLUDE:

- Proprietors and partners of unincorporated businesses
- Unpaid family workers
- Employees between paid assignments for the entire pay period
- Employees on strike for the entire pay period
- Employees on leave without pay for the entire pay period
- Outside contractors or consultants

Column B

### Job Openings

on the last business day of the month.

Report all positions that are open (not filled) on the last business day of the month. A job is open only if it meets **all three** of these conditions:

- A specific position exists and there is work available for that position. The position can be full-time or part-time, and it can be permanent, short-term, or seasonal, **and**
- The *job* could start *within 30 days*, whether or not you find a suitable candidate during that time, **and**
- You are *actively recruiting* workers, as follows.
  - **Temporary Help Agencies only:** Recruiting is from outside your current employee pool
  - **PEOs only:** Recruiting is from outside the location shown in Section 1 on the front

**What is active recruiting?** Active recruiting means your establishment is taking steps to fill a position. It may include advertising in newspapers, on television, or on radio; posting Internet notices; posting "help wanted" signs; networking with colleagues or making "word of mouth" announcements; accepting applications; interviewing candidates; or soliciting employees at job fairs, state or local employment offices, or similar sources.

#### DO NOT INCLUDE:

- Positions open only to internal transfers, promotions or demotions, or recall from layoffs
- Openings for positions with start dates more than 30 days in the future
- Positions for which employees have been hired, but the employees have not yet reported for work
- Positions to be filled by outside contractors or consultants

Column C

### Hires

for the entire month.

Report all additions to your payroll during the month for the location shown in Section 1 on the front.

#### INCLUDE:

- Newly hired and rehired employees
- Permanent, short-term, and seasonal employees
- Full-time and part-time employees
- On-call or intermittent employees who returned to work after having been formally separated
- Workers who were hired and separated during the month
- Employees who were recalled to a job at this location following a layoff lasting more than 7 days

#### DO NOT INCLUDE:

- Transfers or promotions within this location
- Temporary Help Agencies only: Employees being assigned to a different client
- Employees returning from strikes
- Outside contractors or consultants

Columns D, E, and F

### Separations

for the entire month.

Report all separations from your payroll during the month for the location shown in Section 1. Report by type of separation.

- **Column D, Quits:** Employees who left voluntarily. Exception: Report retirements or transfers to other locations with Other Separations in Column F.
- **Column E, Layoffs and Discharges:** Involuntary separations initiated by the employer, including:
  - Layoffs with no intent to rehire
  - Terminations of seasonal employees (whether or not they are expected to return next season)
  - Discharges because positions were eliminated
  - Discharges resulting from mergers, downsizing, or plant closings
  - Firings or other discharges for cause
  - PEOs only: Layoffs (suspensions from pay status) lasting or expected to last more than 7 days. (If the employee was later recalled, also include in the Hires column.)
- **Column F, Other Separations:** Retirements; deaths; or separations due to employee disability.

#### DO NOT INCLUDE:

- Transfers within this location
- Employees on strike
- Temporary Help Agencies only: Employees who ended one assignment and will be assigned to a different client
- Outside contractors or consultants